

AGENDA
MUNICIPAL PLANNING COMMISSION
COUNTY OF NORTHERN LIGHTS
TUESDAY, OCTOBER 22, 2024 at 11:00 A.M.

<https://us02web.zoom.us/j/82392300114?pwd=4sPFRMbTo5OqNFktppaaS014i3bTMo.1>

01.0 CALL TO ORDER

02.0 ADOPTION OF THE AGENDA

03.0 ADOPTION OF THE MINUTES

A) Tuesday, October 07, 2024 Municipal Planning Commission Meeting Minutes

04.0 PLANNING AND DEVELOPMENT

A) Development Permits – Issued by the Development Officer

1) DP-24-39 Walisser & Stang

2) DP-24-42 Reginald & Janelle Kirkpatrick

B) Development Permits – To Be Issued or Discussed by MPC

C) Miscellaneous

05.0 ADJOURNMENT

**MINUTES
MUNICIPAL PLANNING COMMISSION
COUNTY OF NORTHERN LIGHTS
MONDAY, OCTOBER 07, 2024 at 11:00 A.M.**

<https://us02web.zoom.us/j/82392300114?pwd=4sPFRMbTo5OqNFKtppaaS014i3bTMo.1>

PRESENT:

Gary These	Ward One	Weberville/Stewart
Brenda Yasinski	Ward Three	Dixonville/Chinook Valley (virtual)
Brent Reese	Ward Four	Deadwood/Sunny Valley
Gloria Dechant	Ward Five	North Star/Breaking Point
Terry Ungarian	Ward Six	Hotchkiss/Hawk Hills
Linda Halabisky	Ward Seven	Keg River/Carcajou

REGRETS:

Kayln Schug	Ward Two	Warrensville/Lac Cardinal
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IN ATTENDANCE:

Gerhard Stickling – Chief Administrative Officer
Charles Schwab – Director of Public Works
Josh Hunter – Director of Finance
Teresa Tupper – Executive Assistant/ Recorder
Trinity Schmidt – Community Services Coordinator
Dan Archer – Mile Zero Banner Post Reporter
Natalie Tremblay - Community Planner, ISL Engineering and Land Services Ltd. (virtually)
Debbie Bonnett - Planning and Development Officer, ISL Engineering and Land Services Ltd. (virtually)
Gail Long – Planning and Development Officer, ISL Engineering and Land Services Ltd. (virtually)

01.0 CALL TO ORDER

Chair Terry Ungarian called the Monday, October 07, 2024 Municipal Planning Commission Meeting to order at 11:35 a.m.

02.0 ADOPTION OF THE AGENDA

041/07/10/24MPC **MOVED BY** Councillor Halabisky to acknowledge receipt of the Monday, October 07, 2024 Municipal Planning Commission Meeting agenda and adopt it as presented.
CARRIED

03.0 ADOPTION OF THE MINUTES

A) Tuesday, September 24, 2024 Municipal Planning Commission Meeting Minutes

042/07/10/24MPC **MOVED BY** Councillor These to acknowledge receipt of the Tuesday, September 24, 2024 Municipal Planning Commission Meeting minutes and adopt them as presented.
CARRIED

04.0 PLANNING AND DEVELOPMENT

A) Development Permits – Issued by the Development Officer

B) Development Permits – To Be Issued or Discussed by MPC

1) DP-24-29 Hawkview Ag Ltd.

043/07/10/24MPC MOVED BY Councillor Dechant to acknowledge receipt of Development Permit DP-24-29; to create a Manufacturing and Fertilizer Storage and Sales (Fertilizer Blending Plant, including storage and sales) on Lot 7, Block 1, Plan 002 2905 on part of the SW3-92-23-W5M and approve, subject to the following seven (7) conditions:

1. The development shall proceed in accordance with the approved site plan and proposal details and comply with the development standards of the Airport Protection (AP) District and of the Land Use Bylaw.
2. That the applicant/owner obtain a Roadside Development Permit from Alberta Transportation as the development (and parcel) is adjacent to Highway 35.
3. The applicant/owner enter into a Road Use Agreement with the County, if required.
4. The applicant/owner may be required to enter into a development agreement with the County, not limited to upgrades to the existing access(es), and shall consult with County of Northern Lights Public Works Department when installing culverts to ensure the approaches are constructed in accordance with County standards.
5. The owner/developer shall acquire all regulatory approvals required by affected agencies, including the provision of servicing in accordance with provincial standards of practice;
6. The applicant/owner shall contact an accredited agency contracted by Municipal Affairs to obtain the following applicable permits and inspections, as required:
 - a. Provincial Plumbing or PSDS Permit,
 - b. Gas Inspection Permit,
 - c. Building Permit,
 - d. Electrical Permit, and
 - e. Safety Codes Permits.
7. No further development or construction be allowed without an approved Development Permit.

CARRIED

2) DP-24-36 Toker

044/07/10/24MPC MOVED BY Councillor Reese to acknowledge receipt of Development Permit DP-24-36; and grant a variance of 11 meters to allow the tarp shed to be located 30 meters from the front boundary.
CARRIED

045/07/10/24MPC MOVED BY Councillor Halabisky to approve application DP-24-36 for an Accessory Building, Tarp Shed, and chain link fence on the NE18-84-21-W5M subject to the following eight conditions:

1. The proposed development shall be situated on the lot in accordance with the approved site plan.
 2. The owner/developer shall comply with the uses and regulations of Agriculture General (A) District.
 3. The owner/developer shall contact an accredited agency contracted by Municipal Affairs to obtain the applicable permits or approval. A copy of the approved permits must be submitted to the County of Northern Lights for their files.
 4. The owner/developer shall acquire all regulatory approvals required by affected agencies.
 5. The applicant/owner may be required to enter into a development agreement with the County if upgrades to the existing access is required and shall consult with County of Northern Lights Public Works Department when installing culverts to ensure the approaches are constructed in accordance with County standards. Any costs incurred will be the responsibility of the applicant/owner.
 6. The exterior finish of the support structure to be wood, metal or similar material to the satisfaction of the Development Authority. The finish and appearance should complement other structures and natural site features.
 7. The owner/developer shall comply with setbacks as per Alberta Private Sewage System Standards.
 8. No further development or construction shall be allowed without an approved Development Permit.
- CARRIED

3) DP-24-35 Kolman

046/07/10/24MPC MOVED BY Councillor Reese to acknowledge receipt of Development Permit DP-24-35; to construct an 83.6 m² (900 ft²) dwelling on a concrete slab (30 ft by 30 ft) and a 12 ft by 28 ft shed on Lot 2, Block 1, Plan 142-3041 within SE2-92-23-W5M and approve subject to the following eight (8) conditions:

1. The proposed development shall be situated on the lot in accordance with the approved site plan.
2. The owner/developer shall comply with the uses and regulations of Agriculture General (A) District.
3. The owner/developer shall contact an accredited agency contracted by Municipal Affairs to obtain the following permits or approval applicable: Building Permit – Provincial Plumbing Permit – Gas Permit – Electrical Permit. A copy of the approved permits must be submitted to the County of Northern Lights for their files.
4. The applicant/owner may be required to enter into a development agreement with the County if upgrades to the existing access is required and shall consult with County of Northern Lights Public Works Department when installing culverts to ensure the

approaches are constructed in accordance with County standards. Any costs incurred will be the responsibility of the applicant/owner.

5. Exterior finish to be wood, metal or similar siding, brick or stucco to the satisfaction of the Development Authority. The finish and appearance should complement other structures and natural site features.

6. The owner/developer shall acquire all regulatory approvals required by affected agencies, including the provision of servicing in accordance with provincial standards of practice.

7. The owner/developer shall comply with the setbacks as per the Alberta Private Sewage System Standards.

8. No further development or construction shall be allowed without an approved Development Permit.

CARRIED

C) Miscellaneous

05.0 ADJOURNMENT

Chair Terry Ungarian adjourned the Monday, October 07, 2024 Municipal Planning Commission Meeting at 11:49 a.m.

Chair, Terry Ungarian

CAO, Gerhard Stickling

Date Signed:



COUNTY OF NORTHERN LIGHTS
#600, 7th Avenue NW Box 10, Manning, AB T0H 2M0
Ph (780) 836-3348 Fax (780) 836-3663 Toll Free 1-888-525-3481

DEVELOPMENT PERMIT NOTICE OF DECISION

APPLICATION NO.: DP-24-39
ROLL NO.: 73585
DEVELOPMENT: Remove Existing Mobile Home
2024 Modular Home - 1,704 ft²
Deck 12' x 40'
USE TYPE: Permitted Use
LAND USE DISTRICT: A – Agriculture General
LEGAL DESCRIPTION (ATS Location): SE 24-91-24 W5M
CONSTRUCTION VALUE: \$ 384,645
NAME & ADDRESS OF APPLICANT(s): Ariel Walisser &
Jordan Stang

DECISION OF THE DEVELOPMENT AUTHORITY IN RESPECT TO THE ISSUANCE OF THE DEVELOPMENT PERMIT:

☐ **APPROVED**

☒ **APPROVED** with the following conditions

☐ **REFUSED** for the following reason(s)

(See below conditions and appeal procedures)

APPROVAL GRANTED SUBJECT TO COMPLYING TO THE FOLLOWING CONDITIONS:

1. The proposed development shall be situated on the lot in accordance with the approved site plan.
2. The owner/developer shall comply with the uses and regulations of Agriculture General (A) District.
3. The owner/developer shall contact an accredited agency contracted by Municipal Affairs to obtain the following permits or approval applicable: Building Permit – Provincial Plumbing Permit – Gas Permit – Electrical Permit. A copy of the approved permits must be submitted to the County of Northern Lights for their files.
4. The applicant/owner may be required to enter into a development agreement with the County if upgrades to the existing access is required, and shall consult with County of Northern Lights Public Works Department when installing culverts to ensure the approaches are constructed in accordance with County standards. Any costs incurred will be the responsibility of the applicant/owner.
5. Exterior finish to be wood, metal or similar siding, brick or stucco to the satisfaction of the Development Authority. The finish and appearance should complement other structures and natural site features.
6. The owner/developer shall acquire all regulatory approvals required by affected agencies, including the provision of servicing in accordance with provincial standards of practice.
7. That the manufactured home or mobile home shall be constructed on a permanent foundation meeting the requirements of the Alberta Building Code.

04.A.1

8. The owner/developer shall comply with setbacks as per Alberta Private Sewage System Standards.
9. No further development or construction shall be allowed without an approved Development Permit.
10. The existing mobile home shall be removed from the property prior to occupancy of the new modular home.

Advisement #1 Manufactured Homes Identification Numbers
Serial # S60-012-574

Advisement #2 New Home Warranty Registration – 24RF6423013 - Attached

2024-09-19
DATE OF DECISION

2024-09-19
DATE OF ISSUE OF NOTICE OF DECISION


DEVELOPMENT OFFICER



DEVELOPMENT PERMIT APPLICATION FORM A

"An Agriculture Based Community"

FOR ADMINISTRATIVE USE	
APPLICATION NO.	DP 24-39
DATE RECEIVED	Sept 10, 2024
ROLL NO.	73585

County of Northern Lights, # 600, 7th Ave. NW Box 10, Manning, AB, T0H 2M0

W: www.countyofnorthernlights.com | E: development@countyofnorthernlights.com | T: (780) 836-3348 | F: (780) 836-3663

I / We hereby make application under the provisions of the Land Use Bylaw for a Development Permit in accordance with the plans and supporting information submitted herewith and form part of this application. I / We understand that this application will not be accepted without the following:

- application fee;
- site plan sketch that includes all relevant detail to the proposed development (e.g.: proposed and existing structures, property lines, creeks/ravines, parking and vehicle access, building plans, etc.)

APPLICANT INFORMATION	COMPLETE IF DIFFERENT FROM APPLICANT
NAME OF APPLICANT <u>ARIEL WAUSSER + JORDAN STANG</u>	NAME OF REGISTERED OWNER <u>JORDAN STANG</u>
	ADDRESS <u>"</u>
	POSTAL CODE <u>"</u>
	EMAIL ADDRESS <u>jordanforling@gmail.com</u>
	☐ You agree to receive correspondence by email.
	PHONE (CELL) PHONE (RES) PHONE (BUS)

LAND INFORMATION	
Municipal Address (if applicable): <u>913008 R6E RD 240</u>	
Legal description (if applicable): Registered Plan: _____ Block: _____ Lot (parcel): _____	
QTR/LS: _____ Section: <u>24</u> Township: <u>91</u> Range: <u>24</u> Meridian: <u>5</u>	
Size of the Parcel to be developed <u>1.42</u> ☐ Acres or ☒ Hectares	
Description of the existing use of the land: <u>Home Dwelling</u>	
Proposed Development: <u>Home Dwelling</u> New Modular home 1,704 sq. ft. Deck 12' x 40'	
Circle any proposed uses(s): ☐ SIGN(S) ☐ CULVERT(S)/ ROAD ACCESS POINT(S) ☐ PUBLIC USE(S)/ UTILITIES ☒ DWELLING UNIT(S) ☐ ACCESSORY STRUCTURE(S)/ USE(S) ☐ SHED/GARAGE/BARN(S) ☐ HOME BASED BUSINESS ☐ COMMERCIAL OR INDUSTRIAL STRUCTURE(S)/ USES(S) ☐ OTHER (SPECIFY)	
Estimated:	Date of Commencement: <u>Oct 18, 24</u> Date of Completion: <u>Oct 18, 24</u> Value of Construction: \$ <u>304,645</u>

04. A. 1

APPROVED

AS PER LETTER/CONDITIONS

DATED: Sep 24/24

PER:

15 HU ++ (807.1 m)
North

Mill

Ch. B. 1

Notikewin River 1320 ft (804.7 m)

04. A1



COUNTY OF NORTHERN LIGHTS
#600, 7th Avenue NW Box 10, Manning, AB T0H 2M0
Ph (780) 836-3348 Fax (780) 836-3663 Toll Free 1-888-525-3481

DEVELOPMENT PERMIT NOTICE OF DECISION

APPLICATION NO.: DP-24-42

ROLL NO.: Not Available

DEVELOPMENT: Detached Dwelling - 1820 ft²
Crawl Space - 1240 ft²
Front Deck - 60 ft²
Rear Deck - 400 ft²

USE TYPE: Permitted Use

LAND USE DISTRICT: A – Agriculture General

LEGAL DESCRIPTION: Lot 1, Block 1, Plan 242 2060
SW-7-90-23-W5M

CONSTRUCTION VALUE: \$ 380,000

NAME & ADDRESS OF APPLICANT(s): Reginald & Janelle Kirkpatrick
Box 745
Manning, AB
T0H 2M0

DECISION OF THE DEVELOPMENT AUTHORITY IN RESPECT TO THE ISSUANCE OF THE DEVELOPMENT PERMIT:

☐ **APPROVED**

☒ **APPROVED** with the following conditions

☐ **REFUSED** for the following reason(s)

(See below conditions and appeal procedures)

APPROVAL GRANTED SUBJECT TO COMPLYING TO THE FOLLOWING CONDITIONS:

1. The proposed development shall be situated on the lot in accordance with the approved site plan.
2. The owner/developer shall comply with the uses and regulations of Agriculture General (A) District.
3. The owner/developer shall contact an accredited agency contracted by Municipal Affairs to obtain the following permits or approval applicable: Building Permit – Provincial Plumbing Permit – Gas Permit – Electrical Permit . A copy of the approved permits must be submitted to the County of Northern Lights for their files.
4. The applicant/owner may be required to enter into a development agreement with the County if upgrades to the existing access is required, and shall consult with County of Northern Lights Public Works Department when installing culverts to ensure the approaches are constructed in accordance with County standards. Any costs incurred will be the responsibility of the applicant/owner.
5. Exterior finish to be wood, metal or similar siding, brick or stucco to the satisfaction of the Development Authority. The finish and appearance should complement other structures and natural site features.
6. The owner/developer shall acquire all regulatory approvals required by affected agencies, including the provision of servicing in accordance with provincial standards of practice.

7. The owner/developer shall comply with setbacks as per Alberta Private Sewage System Standards.
8. No further development or construction shall be allowed without an approved Development Permit.

2024-10-15
DATE OF DECISION

2024-10-15
DATE OF ISSUE OF NOTICE OF DECISION


DEVELOPMENT OFFICER

Please Note:

This development permit lapses and is considered void if the development approved has not commenced within twelve (12) months from the date of issue of the notice.

COUNTY OF NORTHERN LIGHTS

#600, 7th Avenue NW Box 10, Manning, AB T0H 2M0 Ph (780) 836-3348 Fax (780) 836-3663 Toll Free 1-888-525-3481

IMPORTANT NOTICES

1. You may wish to appeal the decision of the subdivision and development authority to the Subdivision and Development Appeal Board. Such an appeal shall be made in writing and shall be delivered either in person or by mail so as to reach the Secretary of the Subdivision and Development Appeal Board at the County office **NOT LATER THAN 21 DAYS AFTER THE DATE OF ISSUE OF NOTICE OF DECISION.**
2. The Land Use Bylaw provides that any person claiming to be affected by a decision of the development authority may appeal to the Secretary of the Subdivision and Development Appeal Board **WITHIN 21 DAYS AFTER THE NOTICE OF DECISION IS PUBLISHED IN THE LOCAL NEWSPAPER.**
3. A decision of the Subdivision and Development Appeal Board is final and binding on all parties and persons subject only to an appeal upon or question of jurisdiction or law pursuant to Section 689 of Municipal Government Act. An application for leave to appeal to the Appellate Division of the Supreme Court of Alberta shall be made:
 - a) to a judge of the Appellate Division; and
 - b) within Thirty (30) days after the issue of the order, decision, permit or approval sought to be appealed.



DEVELOPMENT PERMIT APPLICATION

FORM A

"An Agriculture Based Community"

FOR ADMINISTRATIVE USE	
APPLICATION NO.	DP 24-42
DATE RECEIVED	Sept 24, 2024
ROLL NO.	

County of Northern Lights, # 600, 7th Ave. NW Box 10, Manning, AB, T0H 2M0
W: www.countyofnorthernlights.com | E: development@countyofnorthernlights.com | T: (780) 836-3348 | F: (780) 836-3663

I / We hereby make application under the provisions of the Land Use Bylaw for a Development Permit in accordance with the plans and supporting information submitted herewith and form part of this application. I / We understand that this application will not be accepted without the following:

- application fee;
- site plan sketch that includes all relevant detail to the proposed development (e.g.: proposed and existing structures, property lines, creeks/ravines, parking and vehicle access, building plans, etc.)

APPLICANT INFORMATION			COMPLETE IF DIFFERENT FROM APPLICANT		
NAME OF APPLICANT REG: JANELLE KIRKPATRICK			NAME OF REGISTERED OWNER		
ADDRESS Box 745 MANNING, AB			ADDRESS		
POSTAL CODE T0H 2M0			POSTAL CODE		
EMAIL ADDRESS* janguitler26@gmail.com			EMAIL ADDRESS*		
*By supplying the County with an email address, you agree to receive correspondence by email.					
PHONE (CELL)	PHONE (RES)	PHONE (BUS)	PHONE (CELL)	PHONE (RES)	PHONE (BUS)
780-836-0768	780-836-0202				

LAND INFORMATION	
Municipal Address (if applicable):	
Legal description (if applicable): Registered Plan: Block: 1 Lot (parcel): 1	
QTR/LS: SW Section: 7 Township: 90 Range: 23 Meridian: W05	
Size of the Parcel to be developed ☐ Acres or ☐ Hectares	
Description of the existing use of the land: FARMLAND	
Proposed Development: NEW CUSTOM HOME	
Circle any proposed uses(s): ☐ SIGN(S) ☐ CULVERT(S)/ ROAD ACCESS POINT(S) ☐ PUBLIC USE(S)/ UTILITIES ☒ DWELLING UNIT(S) ☐ ACCESSORY STRUCTURE(S)/ USE(S) ☐ SHED/GARAGE/BARN(S) ☐ HOME BASED BUSINESS ☐ COMMERCIAL OR INDUSTRIAL STRUCTURE(S)/ USES(S) ☐ OTHER (SPECIFY)	
Estimated:	Date of Commencement: OCT. 1/24
Date of Completion: JUNE 30/25	Value of Construction: \$ 380,000

04.A.2

PROPOSAL INFORMATION			
DEVELOPMENT IS: ☐ NEW ☐ EXISTING ☒ ALTERATION TO EXISTING			
LAND IS ADJACENT TO: ☐ PRIMARY HIGHWAY ☒ LOCAL ROAD ☐ INTERNAL SUBDIVISION ROAD ☐ OTHER			
LOT AREA: <u>56,400 SF</u>	LOT WIDTH: <u>235'</u>	LOT LENGTH: <u>240'</u>	PERCENTAGE OF LOT OCCUPIED: <u>2%</u>
PRINCIPAL BUILDING SETBACK: FRONT: <u>96'</u> REAR: <u>86'</u>		SIDES: <u>50' / 150'</u> HEIGHT: <u>24'</u>	
ACCESSORY BUILDING SETBACK: FRONT: _____ REAR: _____		SIDES: <u>1</u> HEIGHT: _____	

ADDITIONAL INFORMATION INCLUDED	
☒ SITE PLAN ☒ FLOOR PLAN ☐ LAND TITLE ☐ ABANDONED OIL WELL DECLARATION SIGNED ☐ ALBERTA NEW HOME WARRANTY / OR PROOF OF EXEMPTION ☐ DISTANCE TO ROAD / HIGHWAY _____	
ADDITIONAL INFORMATION AS REQUIRED:	
☐ ELEVATIONS ☐ SOIL TESTS ☐ HOURS OF OPERATION _____ ☐ NUMBER OF DWELLING UNITS _____ ☐ NUMBER OF EMPLOYEES _____ ☐ PROPOSED BUSINESS ACTIVITIES _____ ☐ LANDOWNER LETTER OF AUTHORIZATION ☐ ADJACENT LANDOWNER LETTERS OF SUPPORT	

MANUFACTURED HOME (MOBILE HOME)	
SERIAL NUMBER: _____	YEAR BUILT: _____ SIZE: WIDTH _____ LENGTH _____

DECLARATION	
I/WE HEREBY AUTHORIZE REPRESENTATIVES OF THE COUNTY TO ENTER MY/OUR LAND FOR THE PURPOSE OF CONDUCTING A SITE INSPECTION IN CONNECTION WITH THIS APPLICATION I/WE HEREBY DECLARE THAT THE ABOVE INFORMATION IS, TO THE BEST OF MY/OUR KNOWLEDGE, FACTUAL AND CORRECT	
NOTE: Signature of Registered Landowner required if different from Applicant	SEPT. 12/24 Date SEPT. 12/24 Date SIGNATURE OF APPLICANT <i>Annette K. K. K.</i> SIGNATURE OF REGISTERED LANDOWNER / LEASEHOLDER

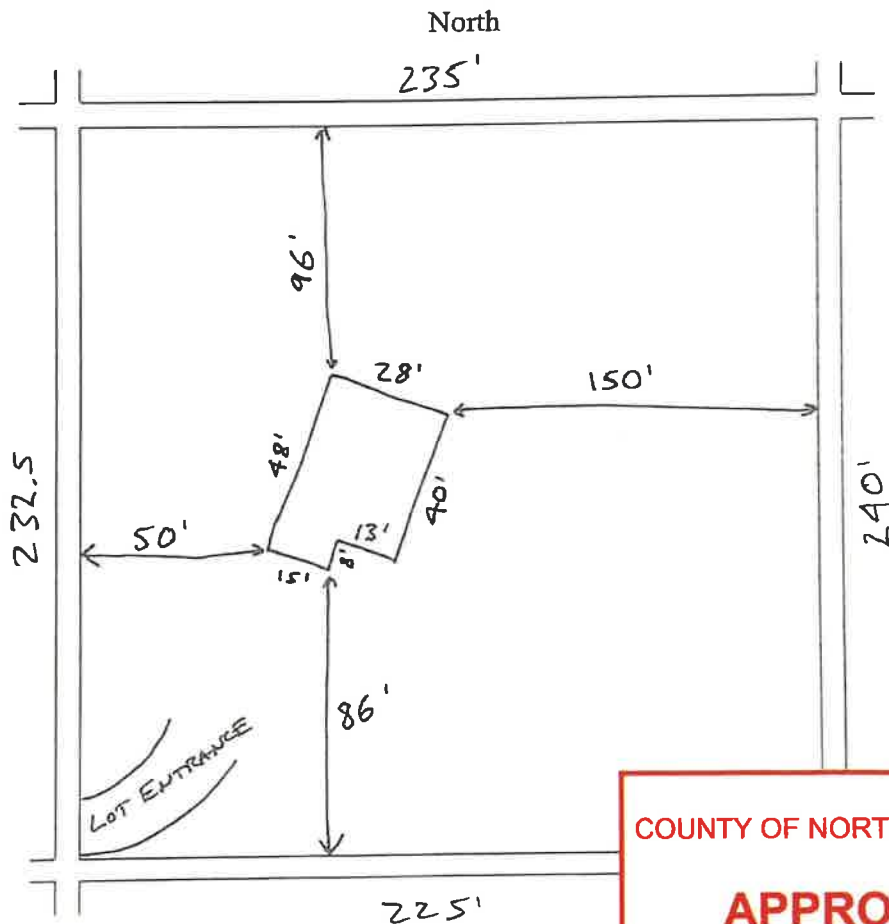
FOR ADMINISTRATIVE USE	
LAND USE DISTRICT: <u>Ag General</u>	
FEE ENCLOSED: YES ☐ NO ☐	AMOUNT: \$ <u>100.00</u> RECEIPT NO.: <u>210633</u>
DEFINED USE: _____	
PERMITTED/DISCRETIONARY: _____	
VARIANCE: _____	

04.A.2

PROPOSED DEVELOPMENT SKETCH

LEGAL SW $\frac{1}{4}$ SEC 7 TWP 90 RG 23 W 5 M

- ┌ Parcel Boundaries/dimensions (feet, meters, etc.).
- ┌ Locate developed road allowance(s) and access points(s).
- ┌ Distance from all proposed boundary lines to all non-movable buildings (if applicable).
- ┌ Distance from residence to drinking water supply, sewage system outlet and all boundary lines (if applicable).
- ┌ Distance from sewage outlet to water supply and all boundary lines (if applicable).
- ┌ Distance from water supply to all proposed boundary lines (if applicable).
- ┌ Locate additional residence(s) on the $\frac{1}{4}$ section (if applicable).
- ┌ Locate shelterbelts, creeks, rivers, drainage ditches, railways, etc.



COUNTY OF NORTHERN LIGHTS

APPROVED

AS PER LETTER/CONDITIONS

DATED: Oct 17, 2024

PER: [Signature]

04.A.2